



FreedomTec Services, Inc has been serving the Technology needs of the NJ/NY business community since 1999.

We are currently looking for a Technology Specialist Level 1 to join our growing business.

Technology Specialist Level 1

Job Description:

The Technology Specialist Level 1 position will report to the V.P. of Technology Services. This person(s) will be involved in all aspects of supporting our customers Networks and Systems.

This is a full time position.

Night and Weekend work required.

This position will require working at customer locations, our office and in some cases a home office.

Responsibilities:

- Install, upgrade, and maintain voice and data communication hardware and software.
- Install, upgrade, and maintain Cat5e/Cat6 Cable infrastructure.
- Configure and setup new computers.
- Configure and setup new servers.
- Maintain computers, hardware and software
- Maintain servers, and their associated operating systems and software.
- Maintain all network hardware and equipment, including routers/firewalls, switches, wireless access points, and UPSs.
- Recommend, schedule, and perform network improvements, upgrades, and repairs.
- Configure system backups and initiate recovery procedures.
- Troubleshoot network and system issues and work with vendors and staff to bring issues to resolution.
- Create and maintain LAN and WAN documentation.
- Establish and document network technical support processes and procedures.
- Assume ownership of project-related tasks; work to completion with assistance from resource base.

All applicants applying for U.S. job openings must be authorized to work in the United States.

A reliable, insured automobile and valid NJ driver's license is required.
Travel Expenses will be reimbursed.

Technical Requirements:

Excellent Knowledge of the following:

- Windows XP Professional SP3
- PC's/Laptops
- Windows Server 2003
- Windows Small Business Server 2003
- Microsoft Office 2003/2007
- Microsoft Exchange 2003/2007
- Routers
- 10/100/1000 Ethernet Switches
- Firewalls
- Wireless Access Points
- Wired and Wireless Networking
- VPN (PPTP/IPSec) (Remote Access) (Site to Site)
- TCP/IP, DNS, DHCP, WINS
- POP3, SMTP, FTP

Working Knowledge of the following:

- Windows Vista
- Ubuntu Linux
- Mac OS X
- Microsoft Terminal Server
- Mobile Devices/PDA's
- SOHO Phone Systems
- Network Cabling (Cat5/5e/6 & Fiber Optic)

The responsibilities and requirements for this position may change as the company and the industry is in a constant state of change. Anyone hired for this position must be comfortable with this type of environment.